

APPENDIX HGUIDE SPECIFICATIONSA. GENERAL

Guide specifications shall be developed following the general policies and procedures in Chapters 4 and 5 of *this Manual*. The requirements in this Appendix are those that are unique or have been tailored for guide specifications.

B. PURPOSE

Guide specifications are standardization documents that identify recurring essential requirements that must be tailored for each acquisition before solicitation or contractor selection. Unlike military specifications, which standardize on fixed form, fit, and function *requirements* for **reprocurement** of like items, guide specifications standardize primarily on functional or performance requirements that are used in the development of new systems, subsystems equipments, and assemblies. Guide specifications should not be used for **reprocurement** purposes, and generally, should not be used for components, parts, and materials.

C. GUIDE SPECIFICATION DEVELOPMENT PROCESS

Figure H-1 shows the typical development process for guide specifications. Guide specifications follow a similar document development process as discussed in Chapters 4 and 5 of this manual for military specifications.

1. Standardization Project Assignment. Guide specifications shall be assigned project numbers before draft development as specified in Chapter 4 of this manual. Most of the standardization project criteria in Appendix K apply to guide specifications, except as follows:

a. While guide specifications may be coordinated documents, they are often limited coordinated documents unique to one Military Department or Defense Agency.

b. For guide specifications, the LSA needs to ensure that it shall be used for development and not for reprocurement purposes.

2. Drafting the Guide Specification. The following applies for drafting guide specifications:

a. Format. The general requirements in Section 4 of MIL-STD-961 (reference (x)) should be used for the general format, although guide specifications for facilities construction should be based on the Construction Specification Institute's MP 2-2 (reference (pp)). The Preparing Activity shall establish the specific format for the content. While not mandatory, a fill-in-the-blank format is frequently used, leaving specific values or requirements open for determination for each acquisition. A nonmandatory appendix is often a part of a guide specification to make users aware of past solutions that have worked or not worked.

b. Document Identifier. The document identifier shall consist of two characters immediately followed by the letters "GS" (for Guide Specifications), a dash, and up to five numbers (e.g., "MPGS-45678" or "CEGS-02444"). The document numbers "00100" through "19999" are reserved for the facilities construction programs. Preparing Activities shall contact the OASD (P&L) SPD for individual or block number assignments. Maximum direct conversion of existing document numbers to the new guide specification numbers is encouraged (e.g., "MIL-S-87241" becomes "AFGS-87241").

c. Document Date. The document date shall be in day, month, and year sequence and located under the document identifier.

d. Preamble. A preamble is optional. If one is used, it may be worded as desired by the Preparing Activity.

e. AMSC Numbers. Guide specifications can be the source documents for DIDs. If a guide specification is a source document for a DID, then it must be cleared by the OSD AMSDL Clearance Office and assigned an AMSC number that shall appear in the lower left-hand corner of the first page. Guide specifications that are not source documents for DIDs shall be marked "AMSC N/A" in the lower left-hand corner of the first page. (See subsection C1. of Chapter 5.)

f. Distribution Statements. Guide specifications shall be marked on the bottom of the first page or cover sheet with the appropriate distribution statement, as specified in subsection C.2. of Chapter 5 of this Manual.

g. Qualification. Guide specifications shall not have qualification requirements.

h. Subject Term or Keywords. Guide specifications shall have subject terms or keywords as required by MIL-STD-961 (reference (x)).

3. Coordination. Most guide specifications are limited coordinated, and Preparing Activities normally shall coordinate them with the LSA, other DoD users, and a representative segment of industry. If a guide specification is coordinated, the Preparing Activity shall include Custodians and Review Activities in the coordination.

D. UPDATES

Guide specifications may be updated by complete revision or by change notice with page changes. Revisions may be shown either by an alpha revision designator and an approval date, or by just an approval date.

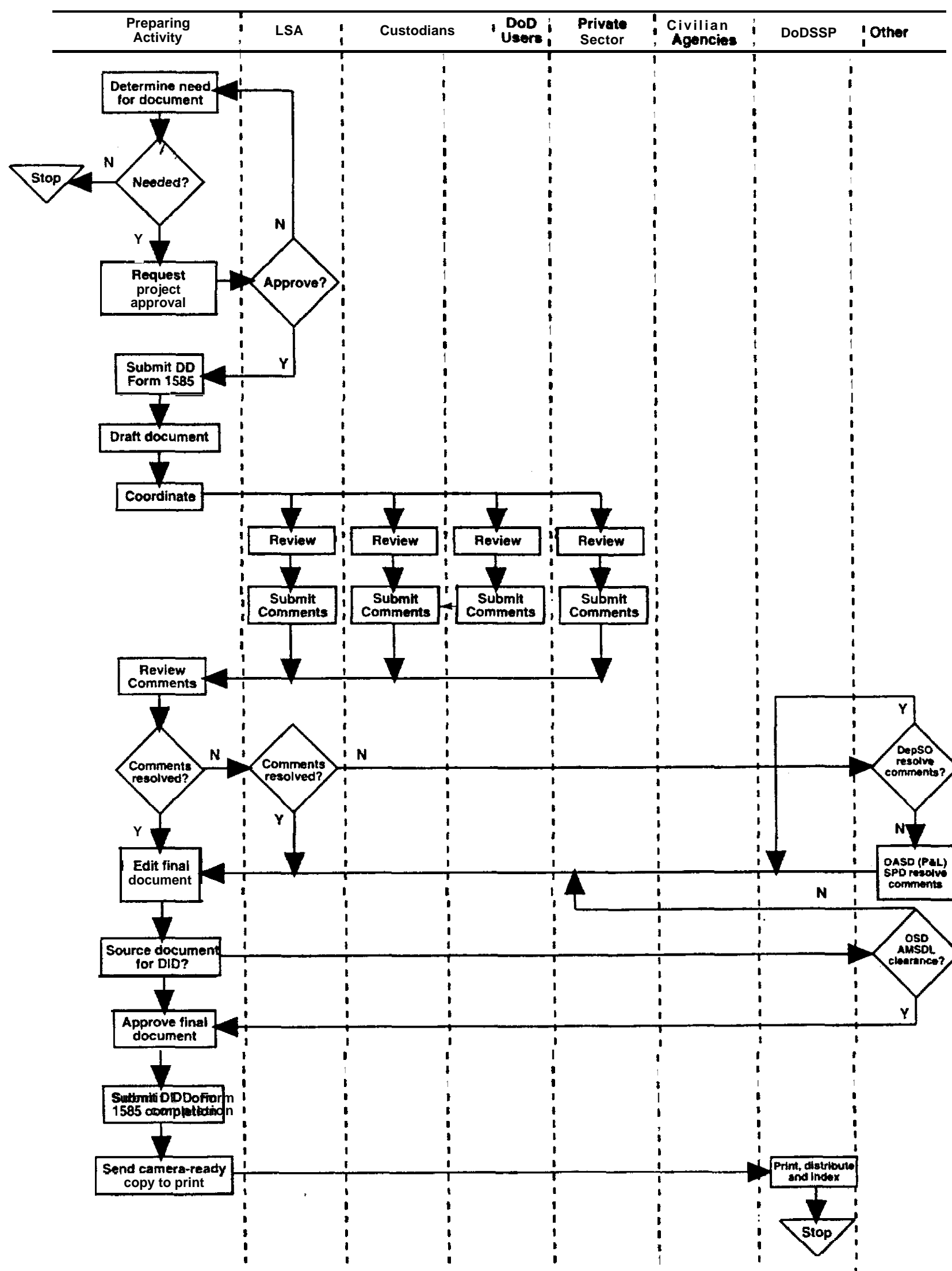


Figure H-1 . Typical Development Process for Guide Specifications